

**SUMTER COUNTY BOARD OF COMMISSIONERS**  
**EXECUTIVE SUMMARY**

**SUBJECT:** New CDA Operations Manual and Permits Preparation Task Order (staff recommends approval)

**REQUESTED ACTION:** **Board approval**

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☐ Work Session (Report Only)

☒ Regular Meeting

**DATE OF MEETING:** 9/27/2011

☐ Special Meeting

**CONTRACT:** ☐ N/A

Vendor/Entity: Springstead  
Engineering Inc (SEI)

Effective Date: 9/28/2011

Termination Date: 1/11/2012

Managing Division / Dept:

Public Works Division/Operations

**BUDGET IMPACT:** \$33,460.00 (NTE)

☒ Annual

**FUNDING SOURCE:**

104

☐ Capital

**EXPENDITURE ACCOUNT:**

104-170-534-3100

☐ N/A

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**HISTORY/FACTS/ISSUES:**

The Citizen's Drop Off Area (CDA) is preparing to relocate to a new facility next year, near the Animal Services (AS) area. This will include new office space collocated in a joint AS/CDA building, and a new laydown area for household waste, C&D, brush, tires, recycling, and others.

Prior to relocating, we are required by FDEP to prepare and obtain approval of new permits for the waste tire facility, and the waste processing facility (formerly the transfer station, now the CDA), and develop a new Operations Manual to manage these activities.

SEI is our CCNA consultant with the most experience at the SCSWF. In fact they prepared the original Operations Manual for the CDA's current location approximately 10 years ago.

SEI proposes to prepare the new permits and update the Operations Manual during the period from September 28, 2011 to January 11, 2012. This includes time for FDEP review and comment, and the cost estimate is a Not-to-exceed amount.

See attached proposal and FDEP applications that will be completed as part of this task order. Staff recommends approval.

This task order is funded in the FY 11 Solid Waste Budget. The Purchase Order to support this Task Order is also on the agenda for this BOCC meeting, under the Financial Section.

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